

Rate Yourself as a Meeting Leader

Instructions: Check yes or no to each of the following questions based on how you act (or would act) as meeting leader. Be honest.

Yes No

- _____ 1. Do I have clear objectives for the meeting?
- _____ 2. Am I selective about the invited participants?
- _____ 3. Do I prepare an agenda and distribute it in advance of the meeting?
- _____ 4. Do I arrive early enough to check the arrangements?
- _____ 5. Do I start the meeting promptly regardless of who is present?
- _____ 6. Do I follow the agenda?
- _____ 7. Do I manage time and conclude the meeting as scheduled?
- _____ 8. Do I elicit everyone's participation?
- _____ 9. Do I help in the resolution of conflict?
- _____ 10. Do I maintain proper control of the discussion?
- _____ 11. Do I help the group reach closure?
- _____ 12. Do I summarize accomplishments at the end of the meeting and clarify action to be taken?
- _____ 13. Do I prepare and distribute a memorandum of discussion?
- _____ 14. Do I request evaluative feedback from participants?
- _____ 15. Do I take agreed upon action?
- _____ 16. Do I follow up on action to be taken by others?

From: Marion E. Haynes, *Effective Meeting Skills: A Practical Guide for More Productive Meetings*, Crisp Publishing, Inc.